

## **City of Victorville Position Description**

### **ASSISTANT PLANNER**

#### **DEFINITION**

Under supervision, performs entry-level professional and technical planning work of moderate difficulty related to current and advance planning and redevelopment and assists on more complex projects; does related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

An employee in this class assumes considerable responsibility for the planning function of the department and provides technical professional expertise in planning and zoning. The incumbent functions in accordance with departmental goals and objectives and works cooperatively and effectively with contractors, developers, other City personnel, the community, and the general public. This position differs from the Associate Planner in that it does not require the same level of experience or expertise. Normally, the Assistant Planner does not supervise others. Occasionally, the incumbent is asked to resolve a minor conflict, but exerts independent judgment and initiative along established procedural lines.

#### **TYPICAL TASKS**

Explains and interprets planning policies to the public; responds to citizen complaints and inquiries; researches, analyzes, develops recommendations and prepares reports; conducts and assists in the conduct of current planning and reviews of submission, such as site plans, environmental assessments, design reviews, landscape, and irrigation plans; conducts reviews of sign requests, zone change requests, conditional use permits, and variances; conducts office and field research and investigations of such matters as land use, housing, open space, transportation, and parking; prepares charts, maps, and other graphic material to illustrate findings and staff recommendations; maintains records of planning activities and zoning maps, researches property ownership through the County Assessor's rolls and maps; assists in general plan reviews, housing elements, population and annexation studies; performs special projects and studies, surveys, research and analysis related to various issues; develops and establishes work methods and standards; advises private developers on City requirements; assists in the coordination of program activities with other City departments, divisions, and outside agencies; may be assigned to conduct special projects.

**EMPLOYMENT STANDARDS**

Training & Experience - Graduation from an accredited four-year college or university with major work in urban planning or closely related field. One year of experience in planning desirable.

Knowledge & Abilities - **Knowledge of:** State, Federal and local laws and regulations affecting planning administration; basic principles, practices and trends of organizational and municipal government administration, and public planning; statistical and research methods as applied to the collection and tabulation of data affecting public planning; graphic illustration and presentation; report preparation and presentation methods; Microsoft and Excel computer programs and applicable software. **Ability to:** Collect, analyze, and compile technical, statistical, and related information pertaining to planning and zoning research; prepare concise written and oral reports, charts, maps, and other illustrations; properly interpret and make decisions in accordance with laws, regulations and policies; communicate clearly and effectively verbally and in written forms; establish and maintain cooperative working relationships with department heads, employees and the general public; utilize computers and various programs such as word processing and spreadsheets and must be able to operate a City vehicle in a safe manner.

Licenses & Certificates - Must possess a valid Class "C" California driver's license.

**WORKING CONDITIONS**

Work is performed mainly in an office environment in close proximity to other workers. Incumbent must have the mobility to visit various sites as required. Physical demands consist primarily of sitting, standing, and walking. Incumbent may be required to work long hours and attend night meetings after working a full day. When working outdoors, there is some exposure to a wide variety of environmental conditions such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.

APPROVED:

  
DIRECTOR OF HUMAN RESOURCES

  
CITY MANAGER

DATE ADOPTED: January 15, 1999

u:jds:Assistant Planner